

Air Education and Training Command

Replenishing the Combat Capability of America's Air Force



WIDE AREA WORK FLOW RECEIPT ACCEPTANCE

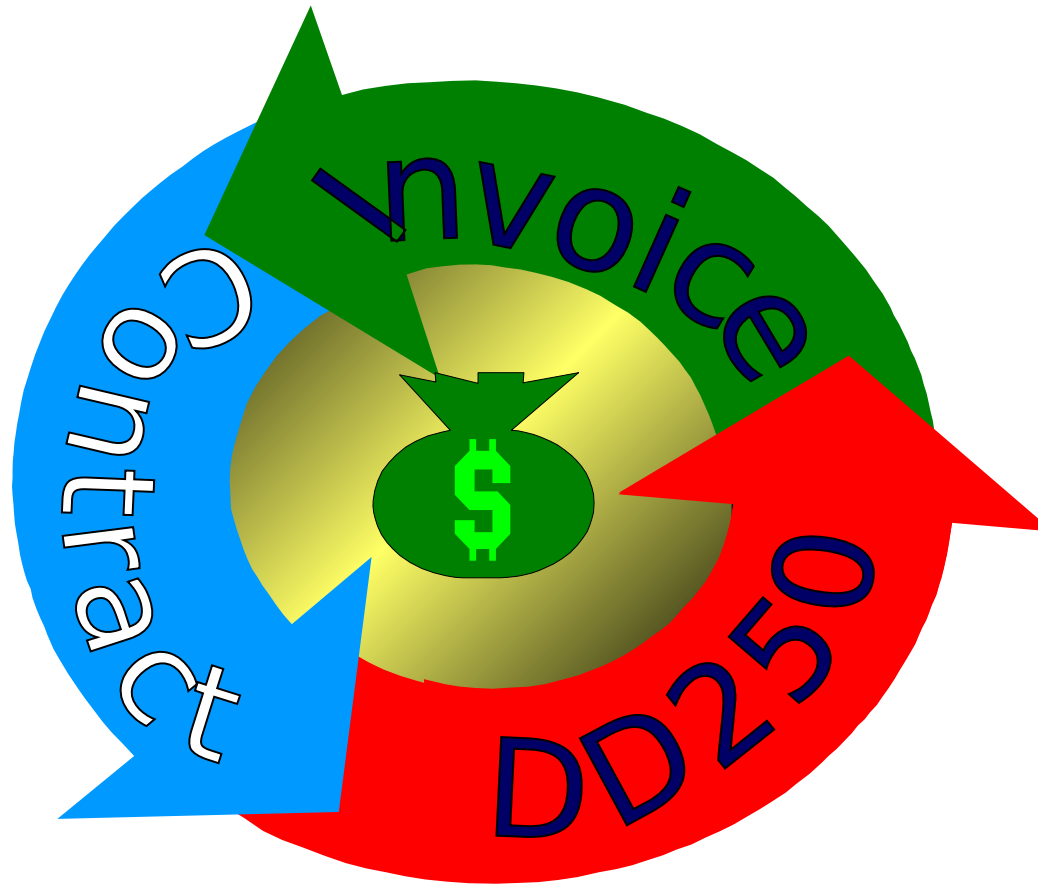
U.S. AIR FORCE

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Management
Directorate of
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Integrity - Service - Excellence



Wide Area Work Flow (WAWF)



ELECTRONIC INVOICING - RECEIVING REPORTS



Establishing a Partnership



- **Joint Policy and Procedures Council (JPPC)**
 - Develop a working partnership between HQ AETC FMF/LGC and DFAS-SA
- **The Problem**
 - Run-away interest penalties and lost discounts
 - It's their fault – not mine
- **The Leadership Challenge**
 - Identify the cause, develop a game plan to fix the problem, and improve our business processes
 - Change the “business as usual environment”
 - Reduce interest penalties and take advantage of payment discounts



Establishing a Partnership



- **The Results**

- The JPPC realized early in the study that no one agency or function was at fault and that partnering by all stakeholders was necessary to fix the problem
- Study results concluded that the customer, contracting, vendor, and financial communities all shared in creating the problem
 - Conflicting invoicing instructions to the contractor
 - Failure to process receipts and/or certified invoices in a timely manner
 - Invoices not completed properly or loss documents
 - Administration of the receipt and payment processes not jointly managed by customer, contracting, or comptroller managers



Establishing a Partnership



- The real success story
 - The partnership between HQ AETC/FM/LG and DFAS-SA is the real success story
 - Shortfalls in our business rules and procedures were identified and fixed
 - A joint Financial/Contracting training program was developed that targeted the customer, contracting and finance business partners
 - **WAWF-RA was determined to be part of the fix**



Establishing a Partnership



- **Challenge**

- Senior Contracting and Comptroller officials need to jointly search for opportunities for improving the receipt and payment process at their respective locations
- Joint education of all stake holders must continue to sustain the successes realized to date
- Include unit Resource Advisors early in the acquisition planning cycle
- Aggressively manage the joint administration of the receipt and payment process



WAWF Deployment Status



- Deployed to date (100%)

Randolph
Altus
Keesler
Laughlin
Maxwell

Lackland
Goodfellow
Luke
Columbus

Vance
Tyndall
Little Rock
Sheppard



WAWF-RA Deployment Plan



- Deployment Plan
 - The plan focused on customer and contractor training and phased activation of WAWF-RA capabilities based on the number of contractors signing up to electronically submit requests for payment (electronic invoices)
 - Use of WAWF-RA by authorized AETC resource advisors/designated personnel was made mandatory as each Wing activated the program (Inspection/Acceptance Phase)
 - Mandatory use by AETC personnel automatically eliminated the flow of paper between base receipt/certification personnel and the DFAS - San Antonio Operating Location vendor pay function



WAWF-RA Deployment Plan



- Core deployment strategies
 - Mandatory use of WAWF (receipt processing) for all AETC resources
 - Expand use of the Stock Record Account Number (SRAN) to identify officials responsible for receipt processing and invoice certification
 - Base Contracting DoDAAC plus six-position extension (Customer's SRAN)
 - Limit to Resource Advisors, Cost Center Managers, QAE's, Construction Project Officers, Program Managers, and Contracting Officials



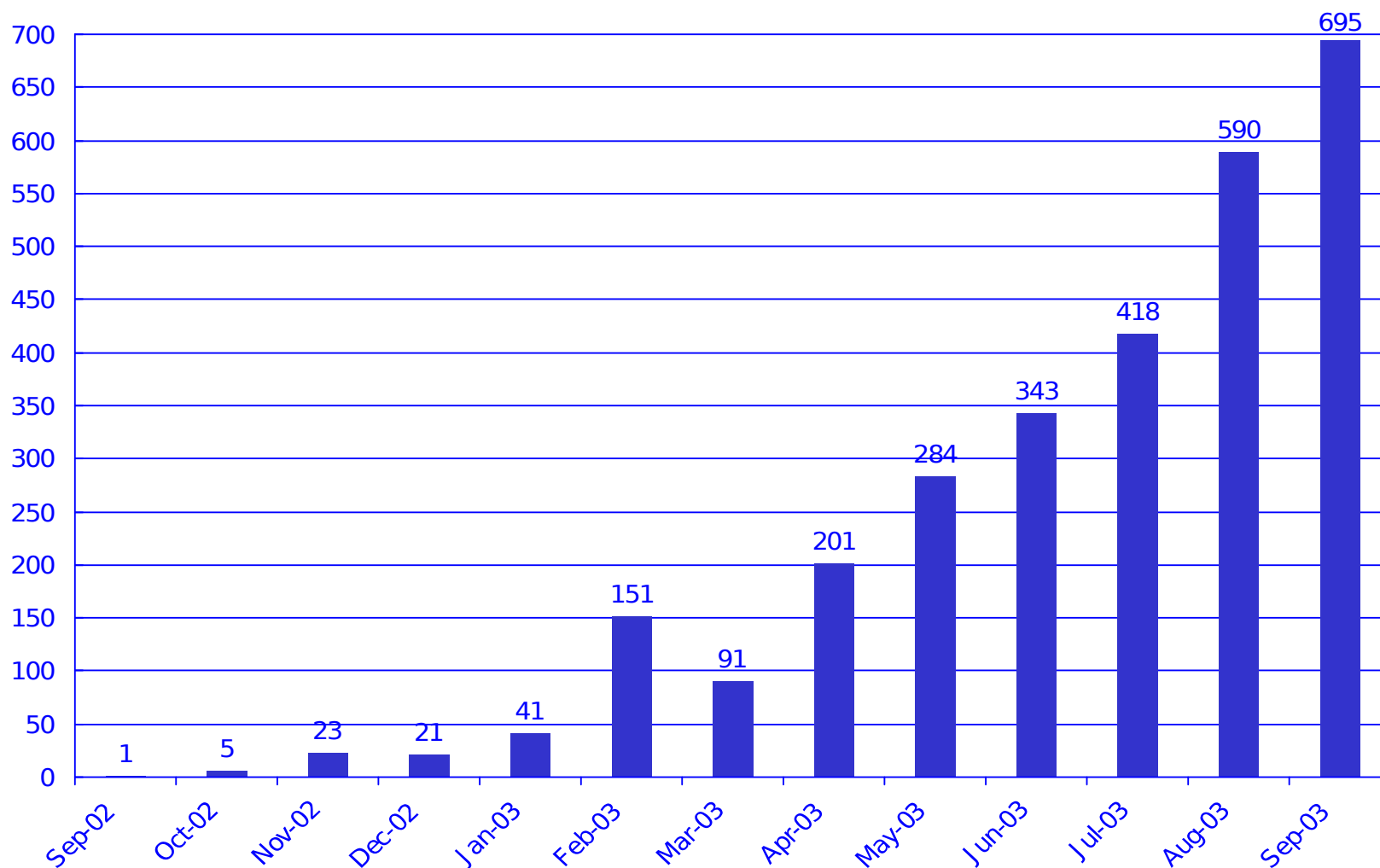
WAWF-RA Deployment Plan



- Vendor Education Program
 - Encourage base-level contracting and finance action officers to host joint vendor conferences to promote use of WAWF
 - Developed Vendor Training Computer Based Training Package – Similar to DLA package
 - Developed business procedures to advertise WAWF (e.g., mass mailing, posting information to local public web pages, etc.)
 - Partnering with Small Business Administration, local Chamber of Commerce, outreach programs, etc.



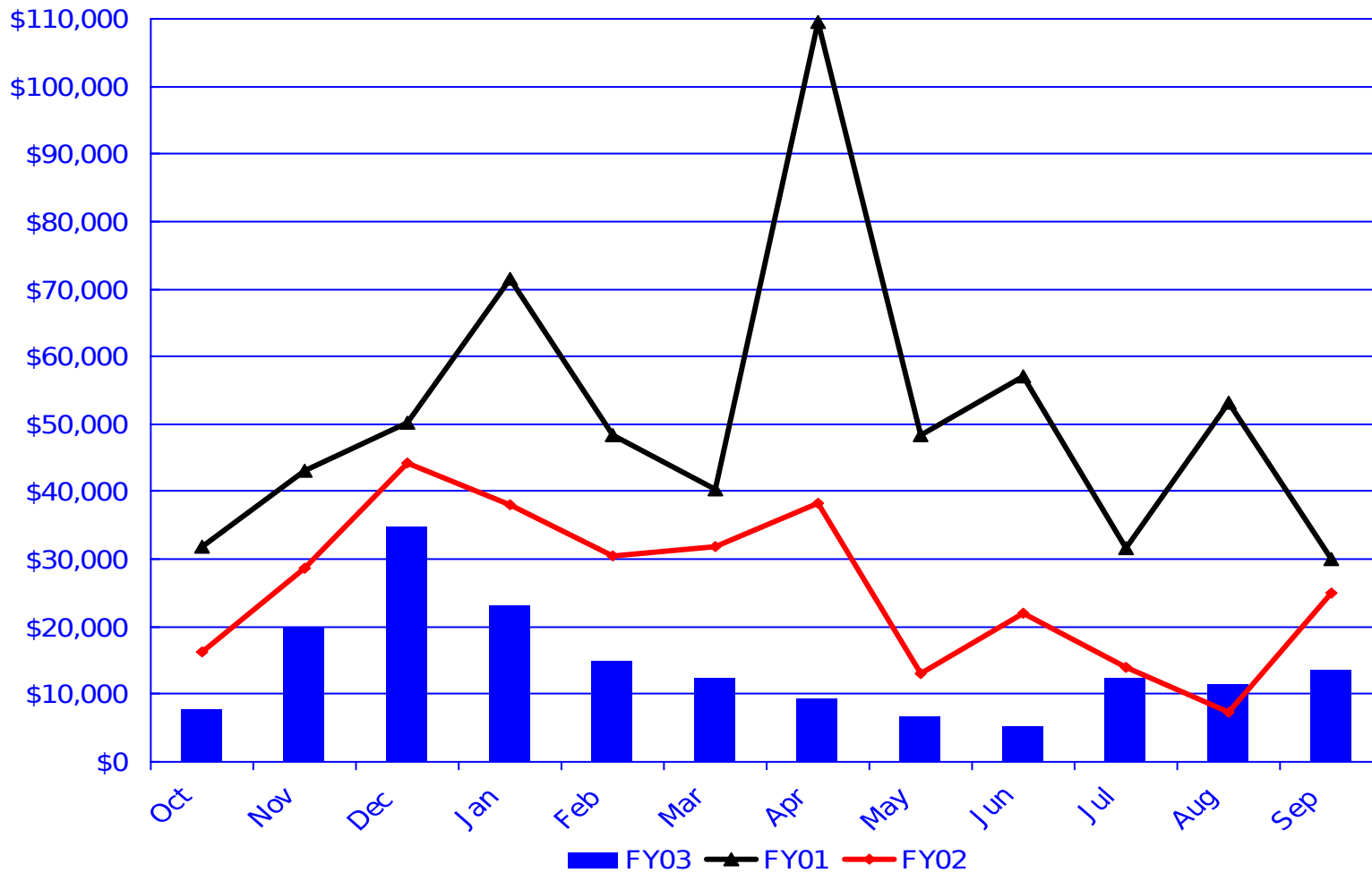
Electronic Invoice Submissions





Monthly Interest Penalty Paid

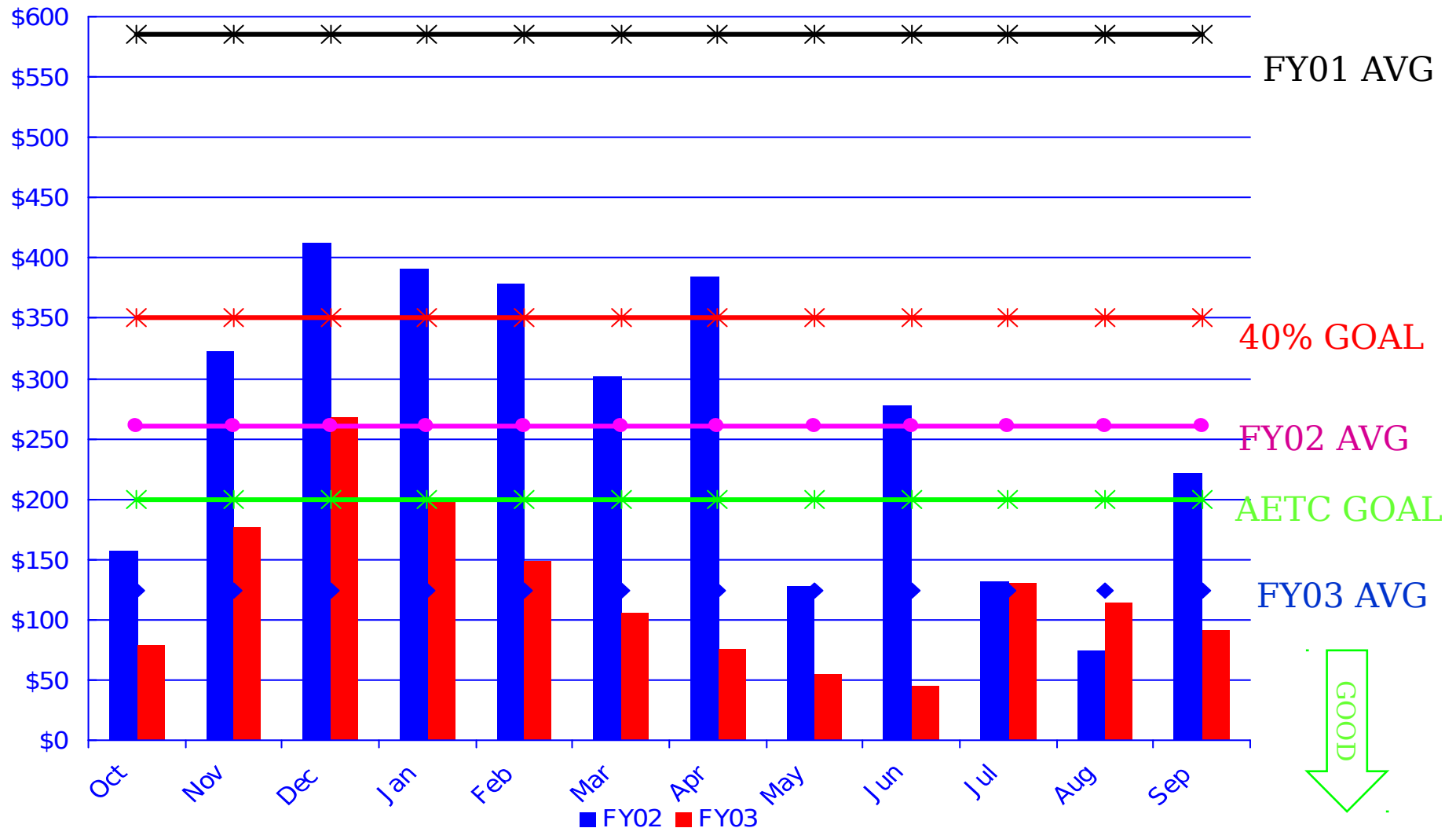
FY01- FY03 (AETC) (As Of Sept 30, 2003)





AETC Monthly IPM Disbursed

DFAS 40% Reduction Goal (From FY01 Base Line)
(As Of Sept 30, 2003)





Metrics and Issues



- WAWF-RA Metrics
 - Monthly Requirement
 - Number of Contractors to be trained
 - Number of Contractors trained and registered in WAWF-RA during the reporting period
 - Number of Contractors waived from submitting an electronic invoice via the WAWF-RA
- Other Issues
 - Contract format (Schedule B)
 - Certified Invoices
 - Conflicting payment instructions
 - Teaching the contractor how to read a contract and prepare the invoice
 - Version 3.0 Construction Progress Payments

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Integrity - Service - Excellence